

PURCHASING AGENT

NATURE OF WORK

This is highly responsible administrative and supervisory work in directing purchasing activities for the central city purchasing division.

Work involves final responsibility for all purchases made by the city purchasing division. In addition to supervision of and participation in purchasing operations, an employee of this class is also responsible for the formulation of plans and policies, and the development of procedures, standards and specifications governing the manner in which city purchases are made. Work assignments are received in the routine flow of city business and work is reviewed from time to time by the Finance Director through examination of results achieved. Supervision is exercised over a group of professional, technical and clerical employees.

EXAMPLES OF WORK PERFORMED

Supervises and participates in obtaining and evaluating prices and bids; prepares tabulations of prices; places orders for materials, supplies and equipment required by city departments.

Directs and participates in the preparation of specifications and distribution of information to prospective vendors and contracts; prepares schedules for newspaper advertising, and for opening bids; supervises and approves the preparation of all purchase contracts.

Formulates the general policies and procedures for making city purchases within limits set by ordinances.

Conducts sale of all city-owned property no longer useful to the city, and sale by auction of all property abandoned or confiscated by the city.

Assists in the design and installation of improved purchasing procedures; trains employees in the use of forms and in the proper application of procedures.

Corresponds and confers with officials of the departments served, vendors, and contractors.

Makes final determination of inventory policies for standard supplies and equipment.

Receives, examines and approves or disapproves payment of bills for certain contractual services and bills for supplies for which no purchase orders were issued; decides order of payment of bills, discounting all invoices according to their terms.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the principles, practices and techniques of large scale purchasing.

Thorough knowledge of laws and regulations governing city purchasing.

Thorough knowledge of the sources of supply, and of market and price trends for a wide variety of commodities used by the city.

Thorough knowledge of the types and grades of those materials and supplies purchased.

Thorough knowledge of the needs of the departments served.

Considerable knowledge of the standard types, forms, and legal requirements of contracts.

Considerable knowledge of the principles and practices of office management.

Considerable knowledge of accounting as related to governmental purchasing.

Ability to analyze bids, prepare specifications, and perform all other purchasing functions.

Ability to cooperate with and to maintain effective working relationships with departmental officials and vendors.

Ability to plan, organize, and direct a staff of subordinate employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with course work in business or public administration, accounting or related field with thorough experience in governmental purchasing plus experience in a supervisory capacity.